

For hard copies of this form please contact:

Leslie Bullock Goldsmith  
Comprehensive Planning Review & Assistance, Land Quality Bureau  
Iowa Department of Natural Resources  
502 East 9th Street  
Des Moines, Iowa 50319-0034  
Email: [leslie.goldsmith@dnr.iowa.gov](mailto:leslie.goldsmith@dnr.iowa.gov)  
Phone: (515) 281-8499  
Fax: (515) 281-8895

#### BACKGROUND INFORMATION/LINKS

*have SNAP Council link*

Solid Waste Advisory Council Website

EMS Legislation

Letter from the council

EMS Elements (approved 12-15-08)

Application Criteria (approved 12-15-08)

Eligible Scenarios to Participate Statement

Conflicts of Interest Definition

Continuous Improvement Definition

Procedural Guidelines

#### INTRODUCTION/GUIDANCE

Participation in the EMS Designation Program requires *Continuous Improvement* in each of the following areas: Yard Waste Management, Household Hazardous Waste Collection, Water Quality Improvement, Greenhouse Gas Reduction, Recycling Services and Environmental Education.

**Continuous Improvement** for environmental management systems means an ongoing process by system participants to enhance solid waste management systems by identifying through critical evaluation:

1. existing local conditions,
2. opportunities and corresponding goals for legitimate environmental improvement and protection, and
3. specific steps to achieve those goals.

The acts of implementing the identified steps and measuring their results, then re-evaluating local conditions and establishing new goals and implementation steps are inherent parts of the continuous improvement process.

System participants, rather than regulators or legislators, are responsible for identifying and renewing goals based on the results of their critical evaluation and performance to date. The critical improvement process should result in both goals and performance that exceed status quo expectations and minimum legal requirements.

*Workshop Information - Mayish/Juneish  
Timeline*

Check  
web docs for  
consistent language.

This application is intended to provide a "snapshot" of current programs. In most cases, a one or two paragraph summary of the current program(s), proposed improvement(s) and anticipated outcome(s) will suffice. Using the *Approved Criteria*, the Council will select up to six planning areas to participate as an EMS pilot.

^ and/or designated  
LF ~~area~~ service areas.

APPROVED CRITERIA	
Diversity of applicants in areas of:	Implied application content
Geographic distribution in state	Planning area or landfill service area and location within Iowa (Although geographic diversity in the state is a criteria for the pilot project only, <b>planning area or landfill service area</b> is a required element of any application because it identifies who is participating.)
Budget and staffing (internal economics)	Staffing levels (total to the participant and committed to work on the EMS efforts) Budget (annual revenues and expenses; possible sources of funding for EMS efforts) Need for financial assistance
Demographics	Population; numbers of towns, cities, counties involved/affected; population density; urban/rural splits; area economic mix (commercial/industrial)
Existing systems	Looking for the current mix of in-place programs and the levels to which they've been established; facilities in place; annual tons landfilled; waste quantities managed in other programs/facilities under direct control of the applicant. (At minimum, we'd like to see a Transfer Station only planning area as well as a landfill service area and a whole multi-county planning area among the first round of applicants and/or designees).
Current goal progress	Most recent goal progress according to base-year adjustment method calculation by DNR (This may be a pilot project-only criteria and dropped in future application rounds.)
Approach to the continuous improvement process (diversity not the issue here, but rather demonstration of forethought)	Provide a narrative describing the processes the participant will follow to develop the steps of their EMS system/continuous improvement process. (The narrative doesn't require applicants to identify all of their plans, goals, measurements, etc. Rather it requires them to demonstrate that they've thought about how they will develop those elements.)

The Council reserves the right to request additional information.

*or designated LFA service area*  
Planning Areas **SELECTED** will be required to submit a detailed narrative including the following elements: *(at a later date)*

1. Environmental Policy Statement
2. Identification of Environmental Impacts
3. Identification of Legal and Other Requirements
4. Organizational Objectives and Targets
5. Action Plan in Achieving Objectives and Targets
6. Identification of Key Resources
7. Identification of Communication/Training/Awareness Tools/Initiatives
8. Identification of Monitoring and Measuring Tools
9. Identification of Assessment Procedures

For a detailed definition of each element view EMS Elements

### DEADLINE AND SUBMITAL INSTRUCTIONS

APPLICATION DEADLINE: COB 6/30/09

PLEASE SUBMIT COMPLETED APPLICATION FORMS TO:

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*Workshop Information May 13th*

### APPLICATION

*Please review background information...*

#### CONTACT INFORMATION

Comprehensive Planning Area:	
Address:	
Telephone:	
Fax:	
Email:	
Comprehensive Planning Area Website:	

The planning area may designate a permitted landfill ~~or~~ <sup>XFP</sup> service area as their EMS pilot. The EMS benefits (HF2570 incentives) apply only to the designee. (Goal progress will continue to be calculated on a region wide basis).

Service Area Contact:	
Address:	
Telephone:	

*Signature Box for both PA & Service Area*

Ask: "Does this accurately reflect your current efforts?" Y or N  
If no, why not?

Fax:	
Email:	

EMS Contact: <i>Person</i>	
Address:	
Telephone:	
Fax:	
Email:	

### DEMOGRAPHIC INFORMATION

Planning Area Description:	
Population Served:	
Full time staff members employed:	
Part time staff members employed:	
Annual budget:	
Comprehensive Waste Reduction Goal Progress:	%

*if applicable - Demo Info for Service Area*

SIGNATURE

*[Signature]*

Date of Application:	
Comprehensive Planning Area Authorized Signature:	

*Service area*

### CURRENT PROGRAMS/PROPOSED PROCESS IMPROVEMENTS/ANTICIPATED OUTCOMES

To qualify for designation as an environmental management system pursuant to section 455J.7 a solid waste planning area shall actively pursue continuous improvement in all of the following areas. Planning Areas that do not currently employ existing program(s) in any one area and intend on pursuing a program(s) are eligible to apply.

### YARD WASTE MANAGEMENT

1. Does the Comprehensive Planning Area and/or *designated LF service area* members within the Comprehensive Planning Area *currently* provide or intend to pursue a Yard Waste Management Program? ☐ Yes ☐ No
  - a. Briefly describe current Yard Waste Management program(s) in place.
  - b. Briefly describe proposed improvement(s) to the existing Yard Waste Management Program(s).

*Change for all question*

- c. Briefly summarize anticipated outcome(s) of the proposed Yard Waste Management Program improvement(s).

#### HAZARDOUS WASTE DISPOSAL/COLLECTION

2. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area provide or intend to pursue a program for the proper management and disposal of Household Hazardous Materials (HHM)?

☐ Yes ☐ No

- a. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area operate a Regional Collection Center (RCC) or participate as a satellite of an existing RCC?

☐ Yes ☐ No

- b. Briefly describe current HHM collection/disposal program(s) in place.

- c. Briefly describe proposed improvement(s) to the existing HHM collection/disposal program(s).

- d. Briefly summarize the anticipated outcomes of the proposed HHM collection/disposal improvement(s).

#### WATER QUALITY IMPROVEMENT

3. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area provide or intend to pursue a Water Quality Improvement Program(s)?

☐ Yes ☐ No

- a. Briefly describe current Water Quality Improvement Program(s) in place.

- b. Briefly describe proposed improvement(s) to the existing Water Quality Improvement Program(s).

- c. Briefly summarize the anticipated outcome(s) of the proposed improvement(s) to the Water Quality Improvement Program(s).

#### GREENHOUSE GAS REDUCTION

4. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area provide or intend to pursue a Greenhouse Gas Reduction Program(s)?

☐ Yes ☐ No

- a. Briefly describe current program(s) in place.
- b. Briefly describe proposed improvement(s) to the existing Greenhouse Gas Reduction Program(s).
- c. Briefly summarize the anticipated outcome(s) of the proposed improvement(s).

#### RECYCLING

5. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area provide or intend to pursue a Recycling Program(s)? ☐ Yes ☐ No
  - a. Briefly describe current program(s) in place.
  - b. Briefly describe proposed improvement(s) to the existing Recycling Program(s).
  - c. Briefly summarize the anticipated outcome(s) of the proposed improvement(s).

#### ENVIRONMENTAL EDUCATION

6. Does the Comprehensive Planning Area and/or members within the Comprehensive Planning Area provide or intend to pursue an Environmental Education Program(s)? ☐ Yes ☐ No
  - a. Briefly describe current program(s) in place.
  - b. Briefly describe proposed improvement(s) to the existing Environmental Education Program(s).
  - c. Briefly summarize the anticipated outcome(s) of the proposed improvement(s).